

**TOWN OF DARIEN
BOARD OF SELECTMEN
NOVEMBER 17, 2014**

ATTENDANCE: First Selectman Jayme Stevenson; Christopher (Kip) Hall,
Susan Marks, Gerald Nielsen, E. Reilly Tierney.

STAFF: Karl Kilduff, Administrative Officer.

CALL TO ORDER

First Selectman Stevenson called the meeting to order at 7:00 p.m.

Report from TV79 Advisory Board

Ms. Lynn Hamlen, Chair of the TV79 Advisory Board, read her report, summarized as follows:

Darien's Local Government Television Channel TV79 is the Town of Darien's local government channel. It is available only to Cablevision subscribers living in Darien. If you have satellite dish TV or AT&T uVerse, you cannot watch our programming. Staffed by volunteers, TV79 covers two-three government meetings each week, usually airing them live as they happen and repeating them beginning each Friday when our new program schedule gets underway. She noted that the schedule is posted on the Town's website and the link is listed on the front page as 'Check to see what's airing on TV79.' She reviewed the services provided to the Town that include providing copies of meeting tapes of Boards and Commissions as requested.

Jim Cameron, Program Director spoke about the technology advances that have taken place and the videographer and recording services that take place behind the scenes. He explained the Area Nine Cable Council and the management oversight that is involved with programming. He spoke about the sound system and difficulty in maintaining consistent audio levels in the auditorium and the distinction of roles between TV79 and the Town IT and AV Department.

David Dever, General Manager spoke about the history of the program and services that have evolved over the past several years, and the involvement of the dedicated group of volunteers. In response to questions on covering other community events he stated that they do cover the Memorial Day Parade, Push-Pull Parade and forums sponsored by non-profit organizations such as League of Women Voters.

There was a discussion on providing on-demand viewing on the Town website and the costs involved. Ms. Hamlen explained that there is limited funding available and more budget support is needed to provide the technology services and viewer programming that other towns have. First Selectman Stevenson thanked the Advisory Board for their report and stated that she is astounded at the number of residents that tune in and the growing demand of public access. Ms. Marks asked about finding people to do the recording and to bring people along to succeed the current board.

Mr. Cameron stated that succession planning is very important and for the continuity and upgrading of services they provide.

First Selectman Stevenson stated that she welcomes a recommendation to be forthcoming to the Board to propose additional funding for the expansion of video programming and streaming services.

Report from Darien Library on Impacts from Mock Budget Exercise

Mr. Allan Gray provided a draft 2015-16 prospective budget and summarized the calculation of services reduction:

- The key conclusions, to hold the Darien Library budget increase for the 2015-2016 fiscal year to 1%, after incorporating assumptions listed below, would require closing the Library on every Sunday in the year.
- Based on the assumptions made, all else held constant, our budget increase would be \$67,549 a 1.9% increase. Adjusting the budget to hold to a 1% increase would require a \$32,718 reduction from this amount.
- The number of closed Sundays required to achieve a savings of \$32,718 would be 47.

There was a discussion on savings as a result of adjustment to hours and health care plan changes and utility costs.

First Selectman Stevenson thanked Mr. Gray for his report and stated that this is an important part of the budget development exercise.

FIRST SELECTMAN'S REPORT

First Selectman Stevenson read her report, as follows:

- Overnight Parking: In accordance with state statute, the Police Commission would like to remind residents that all-night parking is prohibited on public roads between the hours of 2:00am and 6:00am beginning December 1 and ending March 31st. Anyone who violates this prohibition will be subject to citation.
- 35 Leroy: Of approximately twenty punch list items, four remain under the control of the Building Committee. (sprinkler head repair, label the electric panel, touch up paint on ductwork, repoint brick on upper wall)
 - Salamone & Associates Consulting Engineer reviewed the HVAC system in the summer and made several adjustments that resulted in satisfactory performance of the A/C system. The same engineer has reviewed the heating system and has made recommendations for improvement. The contractor has been ordered to price and complete. All the recommended measures are considered minor.

There was discussion on the certificate of occupancy process and the nature of outstanding items. First Selectman Stevenson explained that the COO process is issued to occupy the building but the transfer of property has not been conveyed until the items are resolved.

First Selectman Stevenson stated that her concern is that there is miscommunication taking place in a public forum without those involved present to address the outstanding items.

There was discussion of close out accounts and list of cost overruns and state reimbursement. Mr. Kilduff explained that the reimbursement and close out of accounts normally does not take place until the end of the legislative session.

First Selectman Stevenson suggested that Mr. Campbell be invited to a Board of Education meeting to address building concerns.

ADMINISTRATIVE OFFICER'S REPORT

Mr. Kilduff reviewed the following:

- The shared services project is moving along with the feasibility study underway for budget development.
- On the agenda for the Parking Authority meeting is a review of the firms to be interviewed and the scope of the project for the Parking study.
- The December calendar for budget review is upcoming with the outline of a budget recommendation by the end of January/early February project.

PUBLIC COMMENT - None

NEW BUSINESS

Discuss FY2015-16 Mock Budget Exercise

Mr. Kilduff provided additional charts on the 2015-16 mock budget exercise and noted that this was based on the direction of modeling Town spending plan to 1%. He reviewed the summary of key impacts and there was a discussion on service reductions and balancing the challenge of taxpayer savings versus community value of services.

Mr. Hall suggested that Mr. Kilduff present this mock budget to the RTM and share with the Department Heads. There was discussion of having a public forum for budget input and procedural guidelines for the next steps with the RTM.

Discuss Board of Selectmen Budget Policy Direction for FY15-16

Mr. Kilduff fielded questions and comments throughout the discussion. changes to help educate the F&B on the impact of budget development. It was agreed to have further information on state mandates and to break out debt service from the operating budget. Mr. Kilduff will provide a draft and circulate to the Board members.

Discuss and Take Action on Tax Assessment Appeals

**** MR. HALL MOVED TO APPROVE THE FOLLOWING TAX ASSESSMENT APPEAL:**

The Darien Board of Selectmen hereby approves settlement of the case of Pope v. Town of Darien (FST-CV-14-6022211-S) to amend the Fair Market Value of the property to \$1,600,000 from \$2,077,600 for the Grand List of October 1 2013 in accordance with a Stipulation for Judgment.

**** MR. NIELSEN SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY.**

**** MR. HALL MOVED TO APPROVE THE FOLLOWING TAX ASSESSMENT APPEAL.**

The Darien Board of Selectmen hereby approves settlement of the case of Bowman v. Town of Darien (FST-CV-14-5014243-S) to amend the Fair Market Value of the property to \$2,110,000 from \$2,322,000 for the Grand List of October 1, 2013 in accordance with a Stipulation for Judgment.

**** MR. NIELSEN SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY.**

Discuss and Take Action on Request for Appropriation from
Parking Fund Capital in the amount of \$40,000 for Rail Station Surveillance Cameras.

Mr. Ed Gentile, Director of the Department of Public Works referred to supporting documents and outlined the scope of the project, equipment and process is designed to improve the safety of the stations by monitoring train platforms, station builds and parking areas. The equipment needed to implement the design includes a variety of cameras with different technical capabilities, digital video recorders (DVR), cable modems and conduits to the selected camera locations. The designed system will allow Darien Public Works and the Police Department as well as Metro North and CDOT when needed, the ability to monitor live camera feeds from an onsite monitor, desk top computer, lab top, tablet or Smartphone.

- There will be a DVR at each location in a secure room that will store the recordings from the cameras for up to approximately three weeks. This will allow authorized personnel the ability to review recordings if an incident was to occur that requires investigation.
- Purchase/install new cameras and equipment is estimated at approx. \$20,000 per station - dependent on the final locations of each camera and technical capabilities.
- Plan to design, install and test the system at t Noroton Heights Station first. The goal is to get the system functioning properly prior to beginning the next station (Darien). As a cost savings measure, Public Works crews will be installing the conduit and equipment.

There was discussion on who will have access, the maintenance and archive of materials and the timing. Mr. Gentile replied that it would be those individuals designated by him and including the Chief of Police Communications desk. He noted that the anticipated timing is by spring, depending on the winter weather to accomplish the wiring of conduit involved.

First Selectman thanked the Town of Westport for being a helpful partner in this project.

**** MR. NIELSEN MOVED TO APPROVE THE FOLLOWING:**

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

<u>From:</u>			<u>To:</u>		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
34848014-84025	Capital Projects	\$ 40,000.00	TBD	Surveillance Cameras	\$40,000.00
	TOTAL	\$40,000.00		TOTAL	\$40,000.00

**** MR. HALL SECONDED THE MOTION.**

**** MOTION TO ADOPT THE RESOLUTION PASSED UNANIMOUSLY.**

AGENDA REVIEW – No additions.

Approval of Minutes

Regular Meeting of November 3, 2014

Page 5, paragraph 4: Replace Hindley with Holmes.

**** MR. NIELSEN MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 3, 2014 AS SUBMITTED.**

**** MS. MARKS SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

There was no other business.

FORTHCOMING MEETINGS

November 17, 2014 Board of Selectmen Regular Meeting at 7:00 PM.

November 18, 2014 Board of Finance Regular Meeting at 7:30 PM.

November 25, 2014 Board of Education Regular Meeting at 7:00 PM.

November 25, 2014 Planning & Zoning Regular Meeting at 8:00 PM

Adjournment

**** MR. HALL MOVED TO ADJOURN THE MEETING.**

**** MR. TIERNEY SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services

Town of Darien
Board of Selectmen
November 17, 2014
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